



276 FOURTH AVENUE  
CHULA VISTA, CA 91910

## EMPLOYMENT OPPORTUNITY

# HVAC Technician

RECRUITMENT NUMBER: 05-246

SALARY: \$3,684.98- \$4,479.12 / MONTHLY

FILING DEADLINE: 5 PM, FRIDAY, AUGUST 26, 2005

### POSITION SUMMARY

This position will perform skilled and responsible installation, maintenance and repair on heating, ventilating and air conditioning systems in City facilities and buildings and related structures and to perform related work as assigned.

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Install, service, maintain, repair and rebuild refrigeration, air conditioning systems, duct systems, and ventilating exhaust systems and heating equipment; troubleshoot operating problems; oil, clean, adjust, overhaul, and repair motors, condensers, compressors, oil and vacuum pumps, and all related electronic, pneumatic, and electrical controls; detect and repair leaks in pipes and valves; disassemble parts such as valves, springs, brushes, and connectors to note their condition; perform inspections on air conditioning and refrigeration systems; perform preventive maintenance procedures; perform and interpret chemical tests; assist in planning, designing, lay out and performing craft assignments; read and interpret plans, blueprints, schematics and specifications; estimate materials, tools and equipment needed for work assignments; order and pick up materials and supplies from outside vendors as appropriate; operate and maintain a wide variety of hand and power tools, shop tools and other equipment used in the trade; observe safe work methods and safety precautions related to work; cone and flag work sites to secure from traffic; use appropriate safety equipment and devices; attend safety meetings; inspect and repair safety hazards encountered in the course of the work; may assist less experience assistants in craft work; instruct and train assistants in proper work methods and job safety; assist in developing specifications for contract work; may inspect contract work for conformity to specifications; may recommend remedial work as necessary; keep work related records using a computer; operate City vehicle and equipment skillfully and safely; respond to questions or complaints from the public; in the absence of a supervisor, assume responsibilities as needed; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services; perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination equivalent to the completion of the twelfth grade supplemented by specialized training in HVAC or a related field and three years of responsible experience in the maintenance and repair work of heating, ventilation, air conditioning systems. Type I and II refrigerant certifications are highly desirable.

**Knowledge, Skills and Abilities:** Knowledge of: Methods, tools and equipment used in the maintenance and repair of heating, ventilating and air-conditioning systems of large buildings; electronic and pneumatic control systems; operation and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment common to the field of HVAC and related building trades; pertinent rules, laws, codes and policies related to the assignment; safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment; computer equipment and software applications related to assignment; English usage, spelling, grammar, and punctuation. Ability to: Operate and maintain specialized tools used in HVAC and related building trades; design, lay out and prepare sketches and plans for related assignments; understanding and following oral and written instructions; estimating necessary materials and equipment to complete assignments; reading and interpreting manuals, specifications, drawings, plans and blueprints; basic mathematical computations; use and operate tools and equipment related to assignment, including personal protective equipment; keep work related records and prepare reports using a computer; work effectively at remote locations without direct supervision; operate City vehicles observing legal and defensive driving practices; follow oral instruction; read, interpret, follow and explain written instructions, construction sketches and equipment manuals; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; work overtime and off-hours shifts when necessary because of an emergency or in the interest of the efficiency of the department; in the absence of a supervisor, assume responsibilities as needed; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 40 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; lift and carry objects weighing up to 100 pounds; to communicate with co-workers using a two-way radio; use a telephone, and write or use a keyboard to communicate through written means; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

### APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

*The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).*

Assigned Staff: Cleve Jacobs, 619-585-5743, cjacobs@ci.chula-vista.ca.us • Published: 7/22/05  
Hours: 8 am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

